

Research Resources

— Expected projects/work assignments

LICENSING:

- Updating contact information and copyright notices for works in the Whitney's collection
- Tracking image use on the Whitney's social media platforms
- Assisting in collecting images and metadata to send to the Whitney's licensing partners

DIRECTOR:

- Assist in Special Collections acquisitions constituent and object data.
- Assist in exhibition programming relating to Special Collections.

— Skills and qualifications required (including technology skills)

- Working knowledge of Microsoft Word and Excel and Adobe Acrobat/Reader, and an interest in metadata, file storage, and Museum databases.
- Working knowledge of artist practices as it relates to artists books, editions, and related material.
- Understanding of Special Collections materials and knowledge of contemporary art making.
- Understanding of collections information and databases.

— What type of training will be provided?

- Technology training for the Museum's database system (TMS) and remote-access program (Citrix).
- Education about image licensing and copyright laws in the US, and how they apply and intersect with the work done by the Whitney.
- Collections Information as it relates to Special Collections in a museum and library setting.
- Independent research on artists and art making practices.

Outcomes

- Knowledge about the practice of licensing content for use by Museums, in a range of formats including online use, in-person signage, Museum programming, and print publications
- A working knowledge of and familiarity with The Museum System (TMS).
- A working knowledge on how Special Collections are catalogued and represented in museum databases.
- A working knowledge on exhibition planning and working with living artists.